

STAT

SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
1 April 1977  
1000 hours - 1040 hours

1. There were no additions to the agenda for 1 April 1977.

2. ACTION : Promotion Recommendation -

GS-04 to GS-05

MAJORITY: Concurred.

3. Secretarial assignments were discussed.

GS-05, Secretary Steno is joining the DDI/Policy Staff and will leave

ORD on 15 April 1977.

Clerk Typist, GS-05, will move from [ ] and will remain there until she leaves to go overseas with her husband in May or June. Discussion followed on

[ ] concern about being reinstated to the GS-06 level which she lost when she came to the Agency from the State Department.

[ ] was brought in at the GS-05 grade level but with almost the equivalent GS-06 salary she received at the State Department.

[ ] states she was given to understand by Office of Personnel that she could be reinstated to a GS-06 by memorandum after 90 days.

[ ] discussed this matter with Office of Personnel and stated that [ ] could only move to a GS-06 by recommendation of her present supervisor.

4. [ ] joined the Panel in the discussion of placement of AMR secretaries. The concern of the Panel was a) the junior secretaries were not able to receive proper attention and feedback due to their physical location, and b) more concern should be taken in the planning of secretarial responsibilities in the absence of the senior secretary. A tentative decision was made to reconsider the location of the junior secretaries until that time when arrangements could be made to have all four secretaries working in closer proximity.

5. The Panel reviewed the bulletin issued by the DDS&T Working Group of the CIA Federal Women's Program Board announcing a meeting for DDS&T Employees on "How You Can Surpass Yourself," on 13 April 1977 from 9:30 - 1200 Noon. [ ] stated he would send the notice around to all ORD Divisions urging the Division Chiefs to allow as many employees to attend as possible. (Copy attached)

5 April 1977

Executive Secretary, SP/ORD

**EYES ONLY**

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APPROVED:

STAT

6 April 77  
Date

5 April 1977  
Date

5 April 1977  
Date

11 April 1977  
Date

5 April 1977  
Date

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